

## LMS FEATURES MATRIX DRAFT

<b>Priority</b> 1=Rank ordered for importance X=Those features generally included in all LMS	<b>Current Feature DOH</b>	<b>Description of Feature</b>
<b>x</b>		<b>Enterprise Resource Catalog</b>
	<b>x</b>	Allow all users (employees) to search the content by topic or keyword.
	<b>x</b>	Include course characteristics, such as course length, format, availability status, and prerequisites in the catalog description.
<b>x</b>		<b>Registration</b>
	<b>x</b>	Allow administrators and/or instructors to register students for training.
	<b>x</b>	Allow employees to self-register for training.
<b>4</b>		<b>Notification</b>
	<b>x</b>	Provide a capability to provide feedback to learners, supervisors and instructors on successful completion of a training requirement.
		Generate notifications for changes in course schedules or cancellations to learners, supervisors and instructors.
		Automatically notify a waitlisted student for a successful registration. Student who was previously waitlisted for a course that they are now successfully registered for that course.
<b>x</b>		<b>Administration</b>
		Maintain and manage organizationally-developed competency and skill based job definitions, management, monitoring, and reporting.
	<b>x</b>	Allow remote administration of courses and classes.
		Be able to collect track and report course delivery costs to calculate Return on Investment from manager's course budget information.
		<b>Resource Management</b>
	<b>x</b>	Provide library of pre-built templates and images for use in custom content development
	<b>x</b>	Monitor the availability of paper reference materials.

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<b>x</b>		<b>Personal Learning Records</b>
		Provide the capability to be the employee system of record for all training experiences including instructor led, CBT, WBT, outside seminars, video, professional conferences, etc.
<b>1</b>		<b>Reporting</b>
		Allow students to generate training transcript indicating course attendance, both course and individual learning module completion, scoring, etc.
		Provide the capability to report on competency data.
		Reports shall be easily generated by the LMS regarding all aspects of the training arena.
		Identify individuals who have completed training and the name of the training requirement.
		<b>Content Delivery</b>
		Be able to deliver on-line Instructor Led Training (ILT) content.
		Be able to deliver on-line custom Web Based Training (WBT) content.
		Be able to deliver on-line Video Tele-training (VTT) content.
		Allow for maintaining a version control scheme for on-line courseware.
		Be able to support threaded discussion functionality (synchronous collaboration).
<b>2</b>		<b>Assessment</b>
		Provide capability for assessment of all learning opportunities
		Provide the capability to perform skill gap analysis tasks, including skills defining, tracking and searching.
		Provide the ability to link competencies with courses.
		<b>Content Authoring Tools</b>
		Allows for development and delivery of custom web based training (WBT) content
		Provide the capability for sharing custom authored courses with other regions
		Provide the capability to convert existing powerpoint presentations to web based content

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<b>3</b>		<b>Competency Management</b>
		Capability to report on skill health of the organization or region
		Capability to document ROI of training investment
		Capability to create custom competency dictionary based on clinical, managerial, and leadership skills
		Allows for reporting on skill gap analysis at individual, department, and regional levels
		Capability to link various modes of education with competencies
		<b>Content available through LMS</b>
		Vendor has ability to deliver content in the area of Desktop skills training
		Vendor has ability to deliver content in public health